



RECORDS RETENTION SCHEDULE

KENTUCKY HIGHER EDUCATION STUDENT LOAN CORPORATION

Schedule Date: December 1999



Prepared by
STATE RECORDS BRANCH
Public Records Division

Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Higher Education Student
Agency Loan Corporation

December 1999
Schedule Date

Unit

Change Date

12/9/99

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

11/30/99

Agency Records Officer

Date of Approval

11/30/99

State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

11/29/1999

Chairman, State Archives and Records Commission

Date of Approval

12/9/99

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

11/29/99

Appraisal Archivist

Date of Approval

11/29/99

State/Local Records Branch Manager

Date of Approval

11/29/99

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

12/9/99

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
Kentucky Higher Education Student Loan Corporation
Executive Office

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04886	Interim Report to Board of Directors	5	Destroy	
04887	Corporate Insurance File (V)	I	Destroy five years after termination of policy, and audit	
04888	Bond Issuance File (V)	I	Destroy five years after maturity of bond, final tax returns are filed, and audit	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Financial Services

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04935	Daily Payment Log (C) KRS 61.878(1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after all loans in the log are repaid in full. Destroy after audit	2
04936	Summary Deposit Report File (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change retention in agency)	3	Transfer to the State Records Center after all loans in the report are repaid in full. Destroy after audit	2
04937	Non-cash Payment Listings (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change retention in agency)	3	Transfer to the State Records Center after all loans on listings are paid in full. Destroy after audit	2
04938	Paid In Full Report File (C) KRS 61.878 (1) (a)	2	Destroy	
04939	Service Fee Billing File (C) KRS 61.878 (1) (a)	3	Destroy after audit	
04940	Write-Off Report File (C) KRS 61.878 (1) (a)	3	Destroy after audit	
04941	Claim Paid Report File (C) KRS 61.878 (1) (a)	1	Destroy five years after all loans on report are paid in full, and audit	
04942	Transfer of Borrower Receipts File (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Destroy after audit	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Financial Services

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04943	U.S. Department of Education Federal Family Education Loan Program Lender's Interest and Special Allowance Request and Report - (Form 799) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Destroy after all audits are completed	
04944	Form 799 Workpapers - (Used to complete the U.S. Department of Education Federal Family Education Loan Program Lender's Interest and Special Allowance Request and Report) (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Destroy after all audits are completed	
04945	Correction of Error Forms File Closed Date: 7/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after all audits are completed	2
04946	Reconciliation Report File - (Principal, interest, fees, refunds) Change Date: 6/8/00	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after all audits are completed	2
04947	Bank/Cash Reconciliation File (C) KRS 61.878 (1) (a) Change Date: 6/8/00	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after all audits are completed	2

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Financial Services

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04948	Military Forms File - (Documents loan payments made by military agencies) (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after loans are repaid in full. Destroy after audit	2
04949	Unapplied Payment File - (Documents that payments not posted through automated payment posting process are posted to the proper account) (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after loans are paid in full. Destroy after audit	2
04950	Unapplied Reconciliation File - (Provides a reconciliation of unapplied cash to unapplied payments) (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after loans are paid in full. Destroy after audit	2
04951	Query File - (Monthly) (C) KRS 61.878 (1) (a)	3	Destroy after all audits are completed	
04952	New Loan Reconciliation File (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after loans are repaid in full. Destroy after audit	2
04953	Dynamics System - (Electronic)	I	Delete entries after five years, and audit	
04954	Basset Fixed Asset System (Basset) - (Electronic)	I	Delete entries three years after all audits are completed	
04955	Automated Data Processing System (ADP) - (Electronic) (C) KRS 61.878 (1) (a)	I	Delete entries after three years, and audit	

C = Confidential Record I = Indefinite P = Permanent V = Vital Record

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Financial Services

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04956	Loan Reduction and Cancellation File (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after loans are repaid in full. Destroy after audit	2
04957	Chargeback Report File - (Documents accounts delinquent sixty-five days or more) (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions)	3	Transfer to the State Records Center after loans are repaid in full. Destroy after audit	2
04958	Form 1099-Miscellaneous File - (Documents payments over \$600 to individuals, businesses and partnerships) (C) KRS 61.878 (1) (a)	3	Destroy after audit	
04959	Arbitrage Report File Administrative Change Date: 6/8/00 - (To change disposition instructions)	I	Destroy three years after bonds mature, and audit	
04960	Arbitrage Workpapers Administrative Change Date: 6/8/00 - (To change disposition instructions)	I	Destroy three years after bonds mature, and audit	
04961	Loan Origination File (C) KRS 61.878 (1) (a) Change Date: 6/8/00	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after all audits are completed	2
04962	Special Purchase of Loans File (C) KRS 61.878 (1) (a) Change Date: 6/8/00	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after all audits are completed	2

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Financial Services

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04963	Repurchase of Loans File (C) KRS 61.878 (1) (a) Change Date: 6/8/00	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after all audits are completed	2
04964	Loan Consolidation File Closed Date: 7/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after audit	2
04965	Analysis of Payments and Non-Sufficient Fund Queries File	3	Destroy after audit	
04966	Volume Report File - (Provides a monthly summation of loan payments, balances and fee information to agencies served by the corporation) (C) KRS 61.878 (1) (a)	3	Destroy after audit	
04967	Autopay File - (Automatic deductions of loan payments from borrower checking accounts) (C) KRS 61.878 (1) (a) Change Date: 6/8/00	3	Transfer to the State Records Center after all loans are repaid in full. Destroy after audit	2
04975	Journal Entry File Change Date: 6/8/00	3	Destroy after all audits are completed	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
Kentucky Higher Education Student Loan Corporation
Human Resources

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04921	Personnel File (C) KRS 61.878 (1) (a)	50	Destroy	
04922	Employee Medical/Health File (C) KRS 61.878(1) (a)	30	Destroy	
04923	I-9 Form (V)	I	Destroy three years after employee begins work, or one year after employment is terminated, whichever is later	
04924	Worker's Compensation Injury/Illness File (C) KRS 61.878 (1) (a)	I	Destroy two years after final disposition of case	
04925	Labor Statistics Log and Summary of Occupational Injuries and Illnesses	I	Destroy after five years following the end of the calendar year to which log relates	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
Kentucky Higher Education Student Loan Corporation
Information Services

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04890	Student Loan Servicing System (SLSS) - (Electronic) (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions) (V)	I	Delete entries five years after loan is repaid in full, and audit	
04891	Debt Recovery System (DRS) - (Electronic) (C) KRS 61.878 (1) (a) (V)	I	Delete entries five years after loan is repaid in full, and audit	
04892	Tuition Loan System (TUIT) - (Electronic) Closed Date: 7/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03 (V)	I	Delete entries five years after loan is repaid in full, and audit	
04973	Data Processing Request Form File Change Date: 6/8/00	3	Destroy after audit	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Loan Servicing

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04926	Consolidation Loan Applications Processed Report File (C) KRS 61.878 (1) (a) (V)	I	Destroy five years after loan is repaid in full, and audit	
04927	Loan Origination File - (Includes Bank One, Student Loan Corporation, Access Group, Inc., Classroom Teacher's Federal Credit Union, and Republic Bank) (C) KRS 61.878 (1) (a) Administrative Change Date: 3/13/03 - (To change title note) (V)	I	Destroy five years after loan is repaid in full, and audit	
04928	New Loans Activated File - (Includes Student Loan Funding Corporation and Fifth-Third Bank) (C) KRS 61.878 (1) (a) (V)	I	Destroy five years after loan is repaid in full, and audit	
04929	Disbursement Adjustment File - (Daily and monthly adjustments) Closed Date: 7/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03 (V)	I	Destroy five years after loan is repaid in full, and audit	
04930	Disbursement Query File - (Daily and monthly) Closed Date: 7/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03 (V)	I	Destroy five years after loan is repaid in full, and audit	
04931	Disbursement Cancellation File - (Daily and monthly) Closed Date: 7/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03 (V)	I	Destroy five years after loan is repaid in full, and audit	
04932	Status Change Report File - (Includes Kentucky Higher Education Student Loan Corporation, Bank One, and Access Group, Inc.) (C) KRS 61.878 (1) (a) Administrative Change Date: 3/13/03 - (To change title note) (V)	I	Destroy five years after loan is repaid in full, and audit	4

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Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
 Kentucky Higher Education Student Loan Corporation
 Loan Servicing

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04933	School/Lender Correspondence File - (Correspondence generated to update borrower address and phone number) Closed Date: 11/1/02 (C) KRS 61.878 (1) (a) Change Date: 3/13/03 Administrative Change Date: 6/8/00 - (To change disposition instructions) (V)	1	Transfer to the State Records Center after loan is repaid in full or sold. Destroy after audit	4
04934	Manual and System Graduation/Separation Date Change File (C) KRS 61.878 (1) (a) Administrative Change Date: 6/8/00 - (To change disposition instructions) (V)	1	Transfer to the State Records Center after loan is repaid in full. Destroy after audit	4
04974	Disbursement Rosters Change Date: 6/8/00 Administrative Change Date: 9/14/00 - To update disposition instructions	1	Transfer to the State Records Center after all loans are repaid in full. Destroy after audit	4

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Finance and Administration
Kentucky Higher Education Student Loan Corporation
Debt Recovery

Schedule Date: December 09, 1999

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04889	Debt Recovery File (C) KRS 61.878 (1) (a)	I	Destroy five years after debt is paid in full, and audit	
05338	Closed/Paid School Legal Account File (C) KRS 61.878 (1) (a) Change Date: 6/13/02	2	Transfer to the State Records Center. Destroy after debt is paid in full, and audit	3